

Guthrie Center CSD

Educ. Assn.

8/15/2006

8/14/2007

**COMPREHENSIVE AGREEMENT**

**Between the**

**GUTHRIE CENTER COMMUNITY SCHOOL DISTRICT**

**and the**

**GUTHRIE CENTER EDUCATION ASSOCIATION**

**CONTRACT COVERAGE**

**AUGUST 2006 to AUGUST 2007**

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ARTICLE I  
PREAMBLE

The Board of Directors of the Guthrie Center Community School District in the County of Guthrie, State of Iowa, hereinafter referred to as the "Board", and the Guthrie Center Education Association, hereinafter referred to as the "Association", agree as follows:

ARTICLE II  
RECOGNITION

The Board recognizes the Guthrie Center Education Association or its duly authorized agents or representatives as the certified exclusive and sole representative for all classroom teachers, guidance counselors, librarians and special education teachers issued by PERB on June 11, 1975.

The Association recognizes the Board as the elected representatives of the people of the Guthrie Center Community School District and agrees to negotiate only with the Board or its representatives designated by the Board to act in its behalf.

ARTICLE III  
COMPLIANCE PROVISIONS AND DURATION

A. Separability

Should any Article, Section or Clause of this Agreement be declared illegal by a court of competent jurisdiction, then that Article, Section or Clause shall be deleted from this Articles, Sections and Clauses shall remain in full force and effect.

B. Printing Agreement

After mutual agreement has been reached by the Board and the Association, copies will be printed within thirty (30) days after the Agreement is signed with the expenses to be equally shared by the Board and the Association. The Agreement shall be presented to all employees covered by this Agreement.

C. Notices

Whenever any notice is required to be given by either party to this Agreement to the other, either party shall do so by letter at the following designated addresses:

1. If by Association, to Board at Guthrie Center, Iowa 50115.
2. If by Board, to Association at Guthrie Center, Iowa 50115.

COMPLIANCE PROVISION AND DURATION

D. Scope and Duration

The Board and GCEA reached a contract agreement. Within this agreement the language of the contract will remain open for the next year to negotiate. However, the salary portion of the contract will be locked in for next year. The percentage of salary increase will be arrived at by taking the average percentage increase of the first one hundred schools reported to IASB and ISEA. Then those two percentages will be averaged to finalize the percentage of raise. Only if the 2007-2008 new money is 2 percent and below or 8 percent and above will the salary portion of the contract be negotiated. Unless agreed upon by both parties.

This agreement shall be effective as of August 15, 2006, and shall continue in effect until August 14, 2007, with the following exceptions:

1. If both parties agree, Article XVII Benefits - Insurance may be reopened if legislation or prevailing practices in comparable school districts make the retention of existing insurance benefits unreasonable.

This Agreement shall automatically continue in force from year to year except as may be amended or modified under proceedings set forth in subsequent negotiations.

Made and entered into this 11th day of May, 2006.

GUTHRIE CENTER EDUCATION ASSOC.

BY Katie Christofferson  
President  
BY Lori McGivney  
Chief Negotiator

GUTHRIE CENTER COMMUNITY SCHOOL  
DISTRICT, BOARD OF DIRECTORS

BY Carl Shan  
President  
BY Steve Smith  
Chief Negotiator

ARTICLE IV  
ASSOCIATION RIGHTS

The Association and its members shall have the right to:

1. Use school facilities for general Association meetings after regular school hours, provided such meetings in no way interfere with any aspect of the instructional program. Approval for such meetings will be scheduled through the Superintendent's office.
2. Hold Association building meetings in school buildings after regular school hours, provided such meetings in no way interfere with any aspect of the instructional program. Approval for such meetings will be scheduled through the building principal's office.
3. Distribute Association material in faculty mailboxes.
4. Post notices of activities and matters of Association concern on employee bulletin boards.

ARTICLE V  
EVALUATION PROCEDURE

1. Within six (6) weeks after the beginning of the school year, the building principal shall inform each employee under his/her supervision of the evaluation procedure and criteria to be used. No formal evaluation shall take place until such orientation has been completed.
2. The teaching performance of regular full-time and half-time employees shall be formally evaluated at least twice during the first and second year of teaching by the appropriate principal or supervisor. Beyond their second year of service, teachers will be formally evaluated a minimum of once every three (3) years or as deemed practical and possible by the building principal. Also, a separate evaluation of extra duty work shall be conducted at least once every two years by the appropriate principal or supervisor.
3. All teachers shall receive a yearly summative evaluation conference with the appropriate building principal. This conference shall be held prior to the end of the school year.
4. Evaluation of employees shall also be based on the following informal observations: records of attendance, punctuality, and performance of assigned duties.



EVALUATION PROCEDURE (cont.)

5. All formal evaluation of classroom teaching will be conducted openly and with the knowledge of the teacher. The teacher shall be notified of the time of the observation related to the formal evaluation at least three (3) days in advance.

All formal evaluations shall be made in writing and made out in triplicate. One (1) copy will be given to the teacher, one (1) to the Superintendent, and one (1) kept by the principal. The principal will have a post-evaluation conference with the employee within five (5) school days after the formal evaluation, except for unusual circumstances. The post-evaluation conference shall be held before the evaluation report is sent to the superintendent. If the employee disagrees with the written evaluation, the employee may submit a written position which shall be attached to the file copy of the evaluation in question. The employee shall be asked to sign all written evaluation including extra duty evaluations. Such signature shall be understood to indicate the employee's awareness of the evaluation and in no instance shall such signature be interpreted to mean agreement with content of the material. In the valuation of employees, the evaluation criteria shall be applied in a reasonably complete and accurate manner.

6. The content of the individual employee performance evaluations shall not be subject to the grievance procedure.

ARTICLE VI  
TRANSFER PROCEDURE

When an opening for a position becomes available within the district, it must be posted in a prominent place in all three buildings one week prior to public notification in any newspapers.

Any employee may apply for a transfer by making application in writing to the Superintendent. All qualified personnel requesting transfer will be considered, along with any other applicants for the desire position. If in the judgment of the employer, the existing personnel is the best candidate and an equally qualified individual can be hired to fill that teacher's position, then the transfer may be granted. This decision made by the employer will not be subject to the contract grievance procedure.

Notice of employer-initiated transfer shall be given to employees as soon as practical or no later than May 15th, except in cases of emergency. The employer maintains the right to assign employees according to the need of the School District.

ARTICLE VII  
PROCEDURE FOR REDUCTION OF STAFF

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If, in the judgment of the Board of Education, it is necessary to have a reduction in staff, the employer will attempt to accomplish such reduction by attrition.

In the event that the reduction cannot be accomplished by attrition, the employer will base its decision on which employees are to be retained on the following factors:

1. The need to maintain programs of the District.
2. Ability, as determined by the evaluation documents contained in their personnel files.
3. Seniority. When the above considerations are relatively equal, the least senior employee shall be reduced. Seniority means the employee's length of full-time, continuous service with the employer since the employee's last semester of hire. A part-time teacher shall accrue seniority on a pro rata basis.
4. If two (2) or more teachers have the same seniority, the employer will reduce the teacher with the least educational qualifications.

Any teacher terminated pursuant to this section shall have recall privileges to the professional category that he/she was in immediately prior to said termination for two (2) years from effective date of his/her termination, provided, however, that he/she specifically requests, in writing, that he/she desires to be recalled to the Guthrie Center Community School District's system.

Any teacher wishing to exercise the recall privilege shall keep the school informed of his/her current address by informing the Superintendent of Schools, in writing, of such changes in said teacher's address.

Any teacher re-employed by exercising the recall privilege shall be given his/her experience and benefits as if continuously employed with the district, provided he/she remains in his/her teaching field during the recall period. If an employee does not teach full time during the layoff period, his/her experience record will be kept at the same level as when laid off.

Any teacher who resigns upon request for reasons of staff reduction shall be accorded recall rights as provided by this policy. The Board shall annually provide the Association with a current list of those who have retained such rights provided by this policy.

Employees to be laid off will be notified in writing according to Section 279.13 of the Iowa Code. Employees dissatisfied with the decision of the Board may request, in writing, within five (5) days, an open hearing with the Board.

#### ARTICLE VIII EMPLOYEE HOURS

Employees will report for duty thirty (30) minutes before the students' day begins and they will remain on duty thirty (30) minutes after the students' day ends, except as otherwise provided.

On Fridays and on days preceding holidays or vacations, the employees' day will end at the close of the students' day, at the principal's discretion, provided the students have left the premises.

An employee may leave the building with the principal's permission during his or her free time for a legitimate reason.

#### FLEX TIME

Employees may trade the traditional employee hour expectation for a more flexible work day by:

1. Arriving at school by 7:45 would allow for a 3:45 dismissal for teachers.
2. Requesting in writing by each employee on the 1<sup>st</sup> day of each quarter they want to participate.

Should a teacher's meeting need to be called after school the employee will still be expected to be in attendance.

ARTICLE IX  
PAYROLL DEDUCTIONS

Upon appropriate written requests from the employee, the Guthrie Center Community School District will deduct from the salary of an employee and make the appropriate remittance for annuities, savings bonds, insurance, or to her plans or programs jointly approved by the Board and the Association.

ARTICLE X  
DUES CHECKOFF

The Guthrie Center Community School District will deduct regular monthly Association dues from those employees who so request in writing on or before September 10th. Employees hired after September 10th must request dues checkoff prior to their first full monthly paycheck. These monies will be given to the treasurer of the Association.

ARTICLE XI  
SCHOOL CALENDAR

Calendar advisory committee with three teacher representatives appointed by the Association shall be established as a means by which recommendations will be made to the Superintendent regarding the organization of the district's calendar.

The final decision on establishing the district's calendar will be the responsibility of the Board of Education.

ARTICLE XII  
IN-SERVICE

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An In-Service Advisory Committee with teacher representation shall be established for the purpose of making recommendations to the administration on the on the structure and content of the district's in-service training.

ARTICLE XIII  
LEAVES OF ABSENCE

I. Bereavement

A. Up to five (5) days leave with pay shall be allowed for each death in the immediate family; said immediate family being limited to the following relatives: spouse, son, daughter, mother, father, sister, brother, or legal dependents. The purpose of this leave is for attendance at the funeral and for any other purposes directly arising out of said death.

B. Up to two (2) days leave with pay shall be allowed for each death of other family members limited to the following: mother-in-law, father-in-law, son-in-law, daughter-in-law, or grandparents on either side of the family. The purpose of this leave is for attendance at the funeral and for any other purposes directly arising out of said death.

C. In case of death of any other relative or person of unusually close personal relationship, one-half day of absence shall be allowed without loss of pay for attendance at the funeral if the funeral is being held in the Guthrie Center vicinity. If the funeral is outside the Guthrie Center vicinity, one day of absence shall be allowed.

D. The Superintendent shall have the authority to extend the above provisions for any other purpose directly arising out of said death, and no deduction of pay will be made. The extended days are not subject to the grievance procedure.

II. Emergency Leave

A. A leave of four (4) days per year without loss of pay shall be granted for the purpose of caring for a sick or injured member of the immediate family; said immediate family in this case being limited to the following: mother, father, brother, sister, spouse, children, step-children, grandparent, grandchildren, and significant other.

B. Additional days with pay may be granted by the Superintendent and are not subject to the grievance procedure.

III. Personal Leave

Employees will be granted a leave of absence at full pay to transact personal business. This allowance shall be two days per year. Any certified staff member who does not use personal leave days by the end of the school year will be reimbursed on their June check by a sum equal to that paid for substitute teachers.

An employee planning to use a personal leave day or days shall notify the Superintendent or Principal at least one week in advance, except in cases of emergency. Personal leave may not be taken during the last week of the school year unless approved by the Superintendent; or immediately before or after a holiday vacation period. There shall be a limit of two employees from the system who may use personal leave on the same day.

IV. Jury Leave

Any employee called for jury duty during school hours shall be provided such time with pay. Any remuneration the employee receives for jury duty, except mileage, shall be turned over to the district.

V. Professional Leave

Attendance at educational meetings or visiting other schools may be permitted at full pay if such absence is approved by the superintendent or the building principal. The request for such approval must be made at least one week in advance of the meeting.

VI. Religious Leave

Any employee whose religious affiliation requires observance of holidays not observed generally by the District may be excused by the principal. Such leaves are to be taken without pay or personal leave days may be used.

VII. Association Leave

A leave of four days with pay (two employees two days or one employee four days) may be granted for purposes of attending Association meetings. The Association will reimburse the school district for the cost of teacher substitute.



LEAVES OF ABSENCE (Cont.)VIII. Extended Leave of Absence Without Pay

Employees may request extended leaves of absence without pay for a period of time to be terminated at the conclusion of the semester during which the leave commenced or for one additional semester following the conclusion of the semester in which the leave commenced. Applications for extended leaves of absence may be granted for health, professional study or family responsibility, which may include child nurturing. The employee's service will resume either at the beginning of the fall or spring semester in accordance with the leave of absence agreement. While on extended leave, the employee's accumulated sick leave and placement on the salary schedule shall be frozen. Insurance benefits may continue during an extended leave at the expense of the employee and subject to approval of the insurance carrier. An employee who is granted a leave of absence for a regular school year must indicate a desire to return at the time all other employees sign a contract for the new year.

IX. Two Days Pay Your Own Sub Day Leave

Employees may request two additional days of leave by paying for their substitute. This request could be granted in the following manner.

- A. Upon request the employee must submit a check to the Guthrie Center Community School District for the cost of their substitute. This would include FICA and IPERS.
- B. Any employee planning to use this leave must notify the Superintendent or Principal at least one week in advance. Pay your own sub day leave may not be taken during the first or last week of school unless approved by the Superintendent; or immediately before or after a holiday or vacation period. There shall be a limit of two employees from the system using this leave at one time.
- C. If a suitable sub cannot be found the leave will not be granted.
- D. This leave may only be used after personal days have been used.
- E. Any employee (including those not requiring substitutes) using this leave will be required to reimburse the school district.

ARTICLE XIV  
SICK LEAVE

- A. Employees shall be granted leave of absence for sick leave with full pay in the following manner:

First year and subsequent years - 15 days

If any employee does not need to use the allotted days during the contract year, the unused days will be added to the allowance for the succeeding year. The unused portions shall accumulate to a total of one hundred twenty (120) days.

- B. If an employee is unable to begin service under the contract on the date on which the contract is designated to begin, the employee shall nevertheless be entitled to draw compensation for any unused sick leave accumulated from prior years of service within the District, payable at the time regular installments are due under this contract, notwithstanding the fact that actual service did not commence under this contract for the school year covered therein.

If an employee is unable to report for duty on the first day of the new contract and has no accumulated sick leave on which to draw, compensation for sick leave will not be allowed under the new contract until the employee does report, where upon it will become retroactive.

All accumulated sick leave is forfeited upon the termination of employment. The school board or its delegated authority shall, in each instance, require such reasonable evidence as it may desire in order to confirm the necessity for such leave of absence.

ARTICLE XV  
GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A "grievance" is a claim by an employee that there has been a violation, misinterpretation, or misapplication of any provision of agreement.

2. Aggrieved Person

An "aggrieved person" is the person making the complaint.

3. Party In Interest

A "party in interest" is the person making the complaint and any person, including the employer, who might be required to take notice or against whom action might be taken in order to resolve the complaint.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Time Limits

Failure of an employee to initiate level one on any alleged grievance within ten (10) working days from the time of the occurrence of the alleged violation shall act as a bar to any written appeal at any step under these procedures.

2. Year-End Grievance

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and if left unresolved until the beginning of the following school year, could result in harm to a party in interest, the time limits set forth herein will be reduced so that the grievance procedure may be completed prior to the end of the school year or within a maximum of thirty (30) days thereafter. Reduction of the time limits shall be a sole and exclusive right of the Employer.

3. First Step

An attempt shall be made to resolve any grievance in informal discussion between the employee and his/her principal or immediate supervisor. Grievance forms for use on steps beyond the first step will be available from the school administration and the Association.

4. Second Step

If, as a result of the informal discussion with the principal or immediate supervisor, a grievance still exists, the aggrieved person shall file the grievance in writing and, at a mutually agreeable time, discuss the matter with the principal or immediate supervisor. The written grievance shall state the nature of the grievance, and shall state the remedy requested. The filing of the formal written grievance must be within fifteen (15) school days from the date of occurrence of the event giving rise to the grievance. The principal shall make a decision on the grievance and communicate it in writing to the employee and the superintendent within (10) school days after receipt of the grievance.

GRIEVANCE PROCEDURE (cont.)

5. Third Step

In the event the aggrieved person is not satisfied with the disposition of the grievance at the second step, the aggrieved person shall file, within five (5) school days of the principal's written decision, a copy of the grievance with the superintendent.

Within ten (10) school days after such written grievance is filed, the aggrieved and the superintendent shall meet at a mutually agreed upon time to resolve the grievance. Within ten (10) school days of the third step grievance meeting, the superintendent shall indicate to the aggrieved person and principal, in writing, his disposition of the grievance.

6. Fourth Step

If the grievance is not resolved satisfactorily at level three, there shall be available a fourth step of binding arbitration. The employee may submit, in writing, with the approval of the Association, a request to enter into arbitration to the superintendent or his designee within thirty (30) working days from receipt of step four answer. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within seven (7) working days after said notice is given. If the two parties fail to reach agreement on an arbitrator within seven (7) working days, the PER Board will be requested to provide a panel of three (3) arbitrators. Each of the two parties will alternately strike one name at a time from the panel until only one shall remain.

GRIEVANCE PROCEDURE (cont.)

The remaining name shall be the arbitrator. The decision of the arbitrator will be binding. Expenses for the arbitrator's services shall be borne equally by the employer and the Association.

The arbitrator, in his opinion, shall not amend, modify, nullify, ignore or add to the provisions of the agreement. His decision must be based solely and only upon his interpretation of the meaning or application of the express relevant language of the agreement.

D. Cost of Grievance Procedure

The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room, shall be borne equally by the Board and Assoc. Any other expenses shall be paid by the party incurring them.

E. Rights of Employees to Representation

Every employee covered by this agreement shall have the right to present grievances in accordance with these procedures.

Any aggrieved person may be represented at all formal and informal stages of the grievance procedure by himself or by the employee and a representative from the association.

F. Rights of Employees to Representation

All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected representatives heretofore referred to in the article.

G. Discriminating Action Prohibited.

The employer shall not discriminate against an employee for filing a grievance.

ARTICLE XVI  
COMPENSATION

1. Salaries will be paid according to the Schedule in Appendix A, which is part of this agreement.
2. Payment for extra duties will be made according to the Schedule in Appendix B, which is part of this agreement.
3. Extended employment pay (contracts for more than one hundred ninety (190) days, unless covered in the extra duty schedule) will be paid each day over one hundred ninety (190) days on the basis of two-thirds ( $2/3$ ) the regular day pay of the individual's regular one hundred ninety (190) day contract.
4. Teachers moving from one degree to the next will move horizontally on the Schedule. Teachers may move only one (1) step vertically at a time.
5. There will be no advancement on the Salary Schedule after the opening of the school year (first day of school).
6. Five (5) year's credit will be given for teaching experience outside the Guthrie Center system. Teaching experience interrupted by three (3) years non-teaching will not be accepted. Additional credit may be accepted if approved by the Board to find a qualified replacement.
7. In the event that additional funds become available from the state legislature, fifty-two percent (52%) of the funds will be applied to the Salary Schedule and any health insurance increases. The money will be distributed to teachers' salaries by taking the number of years experience times the dollar amount decided by a joint Association committee and the Board.



ARTICLE XVII  
BENEFITS-INSURANCE

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1. Comprehensive group health insurance, including DXL will be provided by the Board. The Board shall pay not to exceed \$530.18 per month for the 2006-2007 school year. Such plan shall provide for hospital, surgical, and major medical protection. An additional plan will be made available for selection by staff that includes larger deductible or other differences that will help to decrease the cost. Each year, a committee comprised of administrators, teachers, and school board members will meet with the insurance provider to review the existing plans and consider changes to recommend that may prove to be beneficial to staff and school district. The final selection of an insurance company shall be determined by the Board of Education with input provided by this committee.

Should the premium cost fall below the amount advanced or if the employee can provide proof of other insurance coverage through a spouse, the additional funds may be allocated in any of the following manners:

- a. Toward the family health insurance cost.
- b. Any portion not used toward insurance may be put toward a Tax Shelter Annuity.
  - 1) Employees must provide in writing to the board secretary their desire to allocate funds toward a TSA no later than September 1st.
  - 2) Any changes in amounts or companies will be limited to once per year after the initial selection is determined.
  - 3) The number of approved companies will be limited to twelve (12). On the first contract day a list of approved TSA companies will be made available to the staff. Any recommended changes in that approved list must be requested prior to September 1st. if a situation arises where there is a request for more than twelve (12) companies, priority will be given to local agents and companies represented in Guthrie Center.
- c. Married couples who are both employed by the District may apply both single rate contributions toward the purchase of one family plan.

ARTICLE XVII  
BENEFITS - INSURANCE(cont.)

2. Long-Term Disability will be paid for the individual employee.
3. A \$5,000 Group Life Insurance policy for each employee will be produced by the Board.
4. The Board will pay \$50.00 toward the teachers' physical examination that is required every three (3) years. The teacher must submit a copy of the doctor's bill to the superintendent for approval of this payment.

## ARTICLE XVIII

## APPENDIX A

## SALARY SCHEDULE

	BA	BA + 15	BA + 30	MA	MA + 12
0	25,415	25,865	26,315	26,865	27,415
1	26,055	26,511	26,967	27,523	28,079
2	26,695	27,157	27,619	28,181	28,743
3	27,335	27,803	28,271	28,839	29,407
4	27,975	28,449	28,923	29,497	30,071
5	28,615	29,095	29,575	30,155	30,735
6	29,255	29,741	30,227	30,813	31,399
7	29,895	30,387	30,879	31,471	32,063
8	30,535	31,033	31,531	32,129	32,727
9	31,175	31,679	32,183	32,787	33,391
10	31,815	32,325	32,835	33,445	34,055
11	32,455	32,971	33,487	34,103	34,719
12	33,095	33,617	34,139	34,761	35,383
13	33,735	34,263	34,791	35,419	36,047
14	34,375	34,909	35,443	36,077	36,711
15	35,015	35,555	36,095	36,735	37,375
16	35,655	36,201	36,747	37,393	38,039
17	36,295	36,847	37,399	38,051	38,703
18		37,487	38,051	38,709	39,367
19				39,367	40,031

## ARTICLE XIX

## APPENDIX B

## EXTRA DUTY SCHEDULE

Head Coaching	1 - 3 yrs.	4 - 6 yrs.	7 yrs.
Football	10.5	11.0	11.5
Basketball	10.5	11.0	11.5
Wrestling	10.5	11.0	11.5
Baseball	9.0	9.5	10.0
Softball	9.0	9.5	10.0
Track	8.0	8.5	9.0
Volleyball	8.0	8.5	9.0
Golf	7.0	7.5	8.0
Cross Country	7.0	7.5	8.0
<b>Assistant Coaching</b>			
Football	6.0	6.5	7.0
Basketball	6.0	6.5	7.0
Wrestling	6.0	6.5	7.0
Track	5.0	5.5	6.0
Volleyball	5.0	5.5	6.0
Softball/Baseball	5.0	5.5	6.0
<b>Jr. High Coaching</b>			
All Sports	5.0	5.5	6.0

	1 - 3 yrs.	4 - 6 yrs.	7 yrs.
Activities Director	13.0	13.5	14.0
Technology Coordinator	13.0	13.5	14.0
504 Coordinator(8-12)	6.5	7.0	7.5
Building Assistance(K-6)	6.5	7.0	7.5
Band	8.0	8.5	9.0
Vocal Music	7.5	8.0	8.5
Yearbook	3.5	4.0	4.5
Plays	6.0	6.5	7.0
Small Group Speech	3.0	3.5	4.0
Large Group Speech	3.0	3.5	4.0
Asst. Lg/Sm Grp. Speech	3.0	3.5	4.0
Concessions	3.0	3.5	4.0
Cheerleading Sponsor	3.5	4.0	4.5
Odyssey of The Mind	3.0	3.5	4.0
Academic Team	3.0	3.5	4.0
B. B. Chap./Scorekeeper	2.0	2.5	3.0
School Paper	2.5	3.0	3.5
Jr./Sr. Sponsor	1.5	2.0	2.5
6 <sup>th</sup> Grade Sponsor	1.5	2.0	2.5
Student Council	3.0	3.5	4.0
Volleyball Scorekeeper	1.5	2.0	2.5

Summer Driver Education \$ 105.00 per student

All new extra duty teachers will start at Step 1. Number of years in the Guthrie Center Community School District will be the only criteria used for horizontal advancement. Experience in other school districts may be accepted by the Board if necessary to find a qualified replacement.

#### Ticket Taking

All certified teachers will take tickets at two extra curricular events. Teachers will not be expected to take tickets any more than twice unless they volunteer for tournament assignments issued from the athletic unions.

ARTICLE XX  
APPENDIX C  
PHASE I, & II

Phase I - In accordance with HF499 the Guthrie Center Community Schools will pay each full time certified staff member a minimum salary of \$18,000 for as long a period as this plan is funded by the state legislature. Any monies originally allocated to Phase I that are not needed each subsequent year will be passed directly back to the controlled budget and then disbursed according to the same formula used to disburse Phase II funds. This formula must be agreed upon by the Guthrie Center Education Association and the Guthrie Center Board of Education.

Phase II - Each September the board of education and the Guthrie Center Education Association will jointly determine the amount of funds available for distribution through Phase II funding. These monies will be distributed to all certified staff members based on the following formula.

- A. First the total number of units will be determined by multiplying the number of staff members at each step on the schedule by the number of that step.
- B. This number is then divided into the total dollars available for distribution after FICA/IPERS monies have been subtracted.
- C. This number will give you the value for one (1) unit of experience at the BA lane. This will then be prorated throughout the schedule in the following manner:

BA = 1.0    BA + 15 = 1.05    BA + 30 = 1.10    MA = 1.15    MA + 12 = 1.20

All Phase I & II monies will be distributed in ten equal payments with the first payment included in the pay check for November and then subsequent payments monthly through the following August.